



Natural Resources Conservation Service  
United States Department of Agriculture

# Technical Service Provider – Steps to Establishing an USDA eGovernment Account

## Fact Sheet

Oklahoma March 2003

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### Interested in becoming a Technical Service Provider?

Potential Technical Service Providers (TSP) have two options to submit an application to become a certified TSP; online or through select Certifying Organizations. However, applying online requires the use of an USDA eGovernment ID and Password.

- If you already have an USDA eGovernment Account, you can submit a TSP application online via the United States Department of Agriculture (USDA) - Natural Resources Conservation Service's (NRCS) web-based registry system; TechReg.usda.gov.

### Obtaining an eGovernment ID and Password

- If you do not have an USDA eGovernment ID & Password, both can be obtained by two methods; apply in person or apply by mail.

#### To apply in Person:

1. Visit your local USDA Service Center.
2. Request, complete and sign a simple form, AD-2016.
3. The Service Center will verify your identity and enter your information into our records.
4. You will be provided a temporary ID by the Service Center.
5. A letter will be mailed to you with your temporary password and instruction to activate your account. You will need to go to an activation web site and select a permanent ID and password.

#### To apply by Mail:

1. You may call your local USDA Service Center and request form AD-2016, or you can download the form at the following web site;  
<http://forms.sc.egov.usda.gov/efrms/default1.htm>
2. Complete form AD-2016 with a notarized signature.
3. Mail or fax the form to your local USDA Service Center.
4. You will receive two letters, one with your temporary ID and the second with your temporary password and instruction to activate your account. You will need to go to an activation web site and select a permanent ID and password.

**Form AD-2016 must be signed and notarized prior to mailing or faxing.**

### Becoming a Technical Service Provider

All potential Technical Service Providers must establish an USDA eGovernment Account in order to submit a certification application online. Once you have received your USDA eGovernment ID and password, you can submit a certification application at NRCS' web-based registry system; TechReg.usda.gov.

**Contact your local USDA-Natural Resources Conservation Service office for additional details.**

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